



To: All HOME Owner-Occupied Award Recipients
From: IHFA Community Development Department
Date: February 23, 2005
Re: Documents for HOME Owner-Occupied Rehabilitation Program – Between CAAs and Their Beneficiaries

The purpose of this memo is to provide guidance on how to use the documents provided by the Indiana Housing Finance Authority (IHFA) to Community Action Agencies (CAA) that receive HOME Investment Partnerships Program (HOME) funds for owner-occupied rehabilitation activities. Specifically, the following documents must be used when IHFA HOME funds are used to assist a homeowner.

The set of documents that will be used will be based upon the CAA's application to IHFA, as the documents used differ depending upon the type of program being administered. For example, if the CAA indicated in their application that they would utilize a resale provision, then resale documents must be utilized. On the other hand, if the CAA indicated that they would use recapture provisions, then recapture documents must be used. If you are not sure which applies to your organization, you may refer to the conditions of your award agreement or contact your Compliance Monitor.

CAA's utilizing **resale** are required to complete:

- Declaration of HOME Affordability Commitment (one of the following, as applicable):
 - Declaration – Resale (3-Year Affordability, Individual)
 - Declaration – Resale (3-Year Affordability, Couple)
 - Declaration – Resale (5-Year Affordability, Individual)
 - Declaration – Resale (5-Year Affordability, Couple)



CAA's utilizing **recapture** are required to complete and execute the following documents at the time of closing, utilizing a title company:

- Promissory Note (one of the following, as applicable):
 - Promissory Note – Forgivable (Individual – 3-Year)
 - Promissory Note – Forgivable (Individual – 5-Year)
 - Promissory Note – Forgivable (Couple – 3-Year)
 - Promissory Note – Forgivable (Couple – 5-Year)
 - Promissory Note – Amortized (Individual – 3-Year)
 - Promissory Note – Amortized (Individual – 5-Year)
 - Promissory Note – Amortized (Couple – 3-Year)
 - Promissory Note – Amortized (Couple – 5-Year)
 - Promissory Note – Deferred (Individual – 3-Year)
 - Promissory Note – Deferred (Individual – 5-Year)
 - Promissory Note – Deferred (Couple – 3-Year)
 - Promissory Note – Deferred (Couple – 5-Year)
- Mortgage (one of the following, as applicable):
 - Mortgage – Recapture (3-Year Affordability, Individual)
 - Mortgage – Recapture (3-Year Affordability, Couple)
 - Mortgage – Recapture (5-Year Affordability, Individual)
 - Mortgage – Recapture (5-Year Affordability, Couple)
- Declaration of HOME Affordability Commitment (one of the following, as applicable):
 - Declaration – Recapture (3-Year Affordability, Individual)
 - Declaration – Recapture (3-Year Affordability, Couple)
 - Declaration – Recapture (5-Year Affordability, Individual)
 - Declaration – Recapture (5-Year Affordability, Couple)

To access these documents along with instructions for filling them out, please visit our website at <http://www.in.gov/ihfa/comdev/comp/manuals/or/documents.htm>.

Each of the required documents must be executed and recorded (as applicable) prior to beginning rehabilitation.

Documents must be maintained at the office of the IHFA recipient, as they will be reviewed by compliance staff at monitoring.

For questions related to these documents, you should contact your Compliance Monitor at (800) 872-0371.

